

Records Management

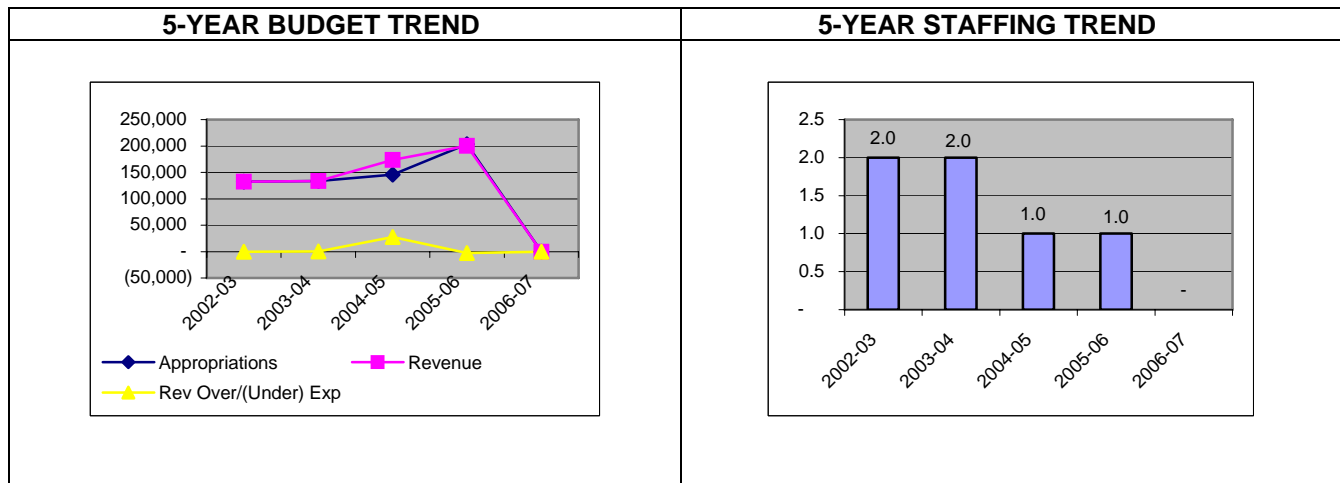
DESCRIPTION OF MAJOR SERVICES

Records Management has been responsible for storage of inactive records and their eventual destruction at County departments' directions in accordance with their County Board of Supervisors' approved records retention schedules. This division relocated inactive files from County departments into a central storage facility, where the files were maintained and made accessible to user departments upon request. The division also identified records eligible for destruction based on schedules established by the owning agency.

The Records Management budget operated as an Internal Service Fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

At the direction of the County Administrative Office, the fund will be closed at the end of 2005-06. The revenue received from its various services is not enough to cover the expenses needed to operate. To continue operating, rates for the various services would have to be raised significantly. Records Management cannot be competitive with storage facilities outside of the county.

BUDGET HISTORY



PERFORMANCE HISTORY

	Actual 2002-03	Actual 2003-04	Actual 2004-05	Modified Budget 2005-06	Estimate 2005-06
Appropriation	220,275	113,142	146,077	203,135	191,042
Departmental Revenue	118,331	138,378	188,094	200,240	227,436
Revenue Over/(Under) Exp	(101,944)	25,236	42,017	(2,895)	36,394
Budgeted Staffing				-	
Fixed Assets	-	-	-	-	-
Unrestricted Net Assets Available at Year End	46,157	(2,283)	68,294	-	

Records Management does not have enough revenue to run as a full-service records management operation; expenses have increased faster than revenue. Therefore, the Records Management fund will be closed at the end of 2005-06.



ANALYSIS OF PROPOSED BUDGET

GROUP: Fiscal
 DEPARTMENT: Auditor/Controller-Recorder
 FUND: Records Management

BUDGET UNIT: IRM ACR ACR
 FUNCTION: General
 ACTIVITY: Finance

	2002-03 Actual	2003-04 Actual	2004-05 Actual	2005-06 Estimate	2005-06 Final Budget	2006-07 Proposed Budget	Change From 2005-06 Final Budget
<u>Appropriation</u>							
Salaries and Benefits	45,491	86,888	52,125	55,193	56,966	-	(56,966)
Services and Supplies	174,784	81,438	93,570	135,646	145,966	-	(145,966)
Transfers	-	347	-	203	203	-	(203)
Total Exp Authority	220,275	168,673	145,695	191,042	203,135	-	(203,135)
Reimbursements	-	(55,531)	-	-	-	-	-
Total Appropriation	220,275	113,142	145,695	191,042	203,135	-	(203,135)
Operating Transfers Out	-	-	382	-	-	-	-
Total Requirements	220,275	113,142	146,077	191,042	203,135	-	(203,135)
<u>Departmental Revenue</u>							
State, Fed or Gov't Aid	(147)	-	-	-	-	-	-
Current Services	118,478	138,378	188,094	175,092	200,240	-	(200,240)
Residual Equity Transfers Ou	-	-	-	52,344	-	-	-
Total Revenue	118,331	138,378	188,094	227,436	200,240	-	(200,240)
Rev Over/(Under) Exp	(101,944)	25,236	42,017	36,394	(2,895)	-	2,895
Budgeted Staffing					1.0	-	(1.0)

The Internal Service Fund is going to be closed effective June 30, 2006. Any remaining fund balance will be transferred to an account with the County Administrative Office. As mentioned above, Records Management would not be able to continue operating without significantly raising rates for various services. The rates it would charge would not be competitive with outside storage facilities.

